

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

DIETARY MANAGER I

POSITION CODE: 12501
Effective: 7-16-99

DISTINGUISHING FEATURES OF WORK:

Under general direction, serves as assistant manager of a comprehensive food services program, or plans and directs all phases of a food service that is limited in complexity, but includes professional dietetic responsibilities; plans modified diets to conform with diet prescriptions and supervises subordinates in preparing and serving general and special diets and performing other food service functions; may direct and participate in dietetic research programs and projects.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Assists in planning and directing all phases of a comprehensive food services program that includes professional dietetics, food preparation and serving, food storage, baking, meat cutting and all other food services, or manages a complete food service that is limited in complexity and includes professional dietetic responsibilities.
2. Plans and prepares modified diets and menus to conform with medical care programs; consults with physicians and nursing personnel regarding diets, feeding programs and special dietary projects; integrates special diets with master menus.
3. Supervises and instructs subordinates in preparing and serving general and special diets and performing other food service functions.
4. Directs dietetic educational programs and teaches food and nutrition principles to dietary and nursing personnel.
5. Estimates food needs and initiates requisitions for food and supplies; modifies standard menus to meet special diet requirements and utilizes existing food supplies if feasible; maintains food, supply and equipment records and prepares related reports.
6. Maintains proper sanitation and safety standards in preparing, serving and storing of foods; evaluates palatability of foods and checks on food waste and leftovers.

DIETARY MANAGER I (Continued)

7. May direct and participate in dietetic research programs and projects.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college with courses in dietetics.

Requires one year professional experience in a large scale food service program.

Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this class.

Knowledges, Skills and Abilities

Requires extensive knowledge of dietetics and food services management, including nutritional values, costs and accounting.

Requires extensive knowledge of modern methods, materials and appliances used in large scale food preparation and service.

Requires working knowledge of health and sanitary requirements applicable to a large scale food service.

Requires working knowledge of agency rules and regulations pertaining to the food services program.

Requires ability to plan and prepare modified diets and menus.

Requires ability to supervise subordinates in preparing and serving general and special menus and performing other food service functions.

Requires ability to direct dietetic educational programs and teach food and nutrition principles.

Requires ability to supervise quantity food preparation and cooking with economy and efficiency.

Requires ability to judge food materials and to make estimates of requirements and requisitions needed food, supplies and equipment.

Requires ability to maintain satisfactory working relationships with other employees of the department.

Requires ability to maintain food service records and prepare related reports.